

Idaho Bulletin: 130-13-1

Subject: Emergency Contacts and Phone Tree

3/5/2013

**Due Date: Friday, April 12, 2013**

**Purpose.** To ensure that NRCS employees and partners are notified and accounted for during emergencies, office closures or other events.

**Expiration Date.** September 30, 2013

**Background.** The Idaho NRCS Continuity of Operations Plan (COOP) requires the agency to ensure that employees are accounted for during emergency situations. Phone trees provide the most expedient method of contacting employees outside of business hours or during internet outages.

**Explanation.** The following steps will be undertaken to develop an emergency call tree:

***Leadership Team Members will:***

1. Obtain contact information for all staff under their chain of command not located in a Field Office. Additionally:
  - a. The State Soil Scientist will obtain contact information for MLRA employees stationed in Idaho.
  - b. Area Conservationists will obtain contact information from any partner employees stationed at the Area Offices.
2. Enter the information into the Emergency Contact Spreadsheet (Appendix A).
3. Send the completed Emergency Contact Spreadsheet to Brett Ingles by **April 12, 2013**.

***District Conservationists (DCs) will:***

1. Obtain contact information for every NRCS employee *and* partner **stationed** at the Field Office regardless of whether the employee is supervised by the DC or by another individual. It is not necessary to obtain contact information for Soils employees.
2. Enter the information into the Emergency Contact Spreadsheet (Appendix A). DCs should maintain a copy of the spreadsheet for their use.
3. Create an emergency Field Office call tree. Directions for developing this call tree, along with an example, are included in Appendix B.
4. Send the completed Emergency Contact Spreadsheet and Field Office Call Tree to Brett Ingles by **April 12, 2013**.

***The State COOP Coordinator will:***

1. Obtain contact information from partner employees stationed at the State Office.
2. Consolidate the Emergency Contact Spreadsheet information and make this available to Leadership.
3. Using the information provided, develop emergency call trees for the State, Division and Field Office levels.
4. Work with Leadership to ensure that call tree information is appropriately disseminated to all staff.
5. Regularly test the call tree during national COOP exercises.

***All NRCS Employees will:***

1. Be responsible for ensuring that they have a valid phone number for everyone below them on the call tree list. The entire call tree will be updated once per year prior to the annual COOP exercise, but personnel and phone number changes may occur in the interim.
2. Keep a hard copy of the phone tree at their residence.

**Contact.** Brett Ingles, Management Analyst (COOP Coordinator), (208) 378-5690.

/s/

**JEFF BURWELL**

State Conservationist

Attachment A: Emergency Contact Template

Attachment B: Field Office Call Tree Template with example.